



Serving All of Thurston County

**Commission Meeting**  
**Monday, December 9, 2024**  
**5:30 PM**

Percival Plaza - Olympics Room  
626 Columbia Street NW  
Olympia, WA 98501

The meeting agenda is available on the Port's website as of December 5, 2024.

<https://www.portolympia.com/commission>

The public may join the meeting from their computer, tablet or smartphone at:

<https://us02web.zoom.us/j/87174114590?pwd=QqJCvbSpg8bE7Y485MXBTSXSACzAeO.1>

or Telephone: 1 253 215 8782

Meeting ID: 871 7411 4590

Passcode: 594862

Written public comments may be submitted to [commissioncoordinator@portolympia.com](mailto:commissioncoordinator@portolympia.com) by 12:00 p.m. on the date of the meeting. All written comments will be compiled and sent to the Commissioners prior to the meeting.

Verbal public comment is accepted in person at the meeting.

If you are attending the meeting via Zoom, you may raise your hand during the meeting to give public comment. For those listening by phone, press \*9 if you wish to raise your hand and provide comment.

## AGENDA

- A. Call to Order
- B. Pledge of Allegiance
- C. Approval of Agenda
- D. Executive Director Report
- E. Public Comment

Individual public comments are limited to 3 minutes per person. Members of the public may comment on agenda items and other port business.

NOTE: Guidelines for public comment can be found in the Commission Rules in Resolution 2022-09 Article VI.

- *Comments should be directed to Commission:* Comments should be directed to the Commission as a whole and should not include comments about individual Port staff or members of the public.
- *Courtesy:* All speakers (members of the public, Port staff, and Commissioners) shall be courteous in language and demeanor and shall confine remarks to those facts that are germane and relevant to the question or issue under discussion.

### **Port of Olympia Mission**

*Creating economic opportunities and building community for all of Thurston County through responsible resource use.*

- F. Consent Calendar
  - 1. Marine Terminal Warehouse Purchase Contract Award: James Sommer, Capital Assets Program Manager
  - 2. Minutes: November 12, 2024
- G. Pending Issues or Business
  - 1. None
- H. Action Calendar
  - 1. None
- I. Action/Other Calendar
  - 1. Port Peninsula Integrated Master Plan – Commission Subcommittee: Alex Smith, Executive Director  
Public Comment on Action/Other Item
- J. Advisory Calendar
  - 1. Port of Olympia Citizens Advisory Committee (POCAC) Resolution Amendment and Member Term Extensions: Alex Smith, Executive Director  
Public Comment on Advisory Item
- K. Commissioner Reports/Discussion
- L. Other Business
- M. Meeting Announcements
- N. Adjourn

## COVER MEMO

**Briefing Date/Time:** December 9, 2024

**Staff Contact/Title:** James Sommer, Capital Assets Program Manager  
360.528.8005, JamesS@PortOlympia.com

**Subject:** Marine Terminal Warehouse B – Structure Contract

**Purpose:**  Information Only  Decision Needed

### **Overview:**

- This item is on the Consent agenda.
- Action is requested.

### **Background:**

The Port of Olympia is planning to purchase a steel frame and fabric covered warehouse structure using a competitively solicited contract with ClearSpan through our membership of Sourcewell. This contract will cover the purchase of the structure, associated interior lighting, and construction installation of the structure.

Sourcewell is a service cooperative created by the Minnesota legislature as a local unit of government. Sourcewell is governed by local elected municipal officials and school board members. All government and education entities can register with Sourcewell as a participating agency to use hundreds of awarded contracts that were competitively solicited nationally. The Port of Olympia is account #182609.

Sourcewell released a formal, competitive request for proposals for “Fabric Structures with Related Materials and Services” (RFP #071223) with a due date of July 12, 2023. Clearspan submitted a proposal and was ultimately selected to contract with Sourcewell for these services. As part of the Sourcewell contract, ClearSpan provides a percentage discount from the manufactures suggested retail prices for products and services. ClearSpan offers Sourcewell members the best pricing available for their products, substantial discounted from what is offered

through their commercial division. The Port of Olympia contacted ClearSpan to provide a quote using the Sourcewell contract.

**Documents Attached:**

- ClearSpan Quote
- [Sourcewell ClearSpan Contract #071223 - LINK](#)

**Summary and Financial Impact:**

The total cost of this quote is \$1,590,608.31, not including sales tax. This contract will be funded using the 2024-2025 Capital Investment Budget. An initial payment will be made once the order is finalized, typically around 50% but is negotiable. The second payment will be made 5 weeks prior to delivery (in 2025), with the final 10% due 30 days after project substantial completion.

**Affected Parties:**

- Marine Terminal

**Options with Pros and Cons:**

By approving this contract, the Port will move forward with the civil site design. The civil design cannot begin until the warehouse structure has been selected as the civil design will center around that specific structure's structural requirements.

If this contract is not approved, the Port will not be able to move forward with required design work. There is a high potential for a disruption to the current schedule if the Port is not able to move forward.

**Environmental Considerations:**

This project will require an environmental evaluation in accordance with the provisions of the Washington Environmental Policy Act (SEPA) under Chapter 42.31C, Revised Code of Washington (RCW), Chapter 197-11 Washington Administrative Code (WAC), and Port of Olympia Resolution No. 2008-20, Revised SEPA Policies and Procedures.

**Staff Recommendation:**

Recommend approving this contract at the December 9, 2024 commission meeting as part of the consent agenda.

**Next Steps/Timeframe:**

If approved, Port staff will work with ClearSpan to finalize the contract.



Corporate  
 703 Hebron Avenue, Floor 3, Glastonbury, CT 06033  
 p: 1.860.760.0046 • f: 1.888.958.1393 • www.clearspan.com



**Customer ID: 9144192**  
**Quote Number: 1127139**

**QUOTE**

**Sourcewell Contract #: 071223-CSS**  
 110822-CSS  
**Page: 1 of 2**

<p><b>Quote To:</b></p> <p>PORT OF OLYMPIA        5515 PATTISON LAKE DR SE        LACEY WA 98513-6426        UNITED STATES</p> <p>Phone: <b>5125893925</b></p> <p><b>Sales Person:</b> MARK JAMGOCHIAN  <b>Office Phone:</b> 800-603-4445 x1117        MJAMGOCHIAN@CLEARSPAN.COM</p>	<p><b>Ship To:</b></p> <p>PORT OF OLYMPIA        5515 PATTISON LAKE DR SE          LACEY, WA 98513-6426</p> <p><b>Date:</b> 11/18/2024      Valid for 10 Days</p> <p style="text-align: right;"><b>Quote Total</b>      <b>1,508,608.31</b></p>
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USD

Line	Part	Description	Expected Qty	Unit Price	Ext. Price
1	100109	150'W x 460'L Beam 29oz Fabric 20' Eave 4/12 Pitch 20'OC Fully Enclosed	1.00	772,800.00	772,800.00
2	700000	BUILDING INSTALLATION - INSTALLATIONS SCHEDULED IN THE MONTHS OF OCT/NOV/DEC ARE SUBJECT TO A 20% PREMIUM TO BE APPLIED AT TIME OF ORDER	1.00	545,590.00	545,590.00
3	700001	STAMPED BLDG DRAWINGS	1.00	7,000.00	7,000.00
4	100103	40'W X 16'H EASYMOTION DOUBLE SLIDING DOOR WHT	2.00	15,885.00	31,770.00
5	115669FK	36"X80" RH OUTSWING WALK-IN DOOR KIT (FABRIC BLDG)	8.00	1,285.95	10,287.60
----- Kit Components -----					
	<b>Kit Seq.</b>	<b>Part Number</b>	<b>Description</b>	<b>Qty Per</b>	
	5.001	115669	36"X80" COMMERCIAL	1.00	
	5.002	115745	36" SINGLE DOOR	1.00	
8	115780NA	DURACOIL BASIC 24GA- 12X14 DOOR W/OPERATOR	1.00	6,445.00	6,445.00
9	100103	DURACOIL BASIC 24GA- 10X10 DOOR W/OPERATOR	3.00	5,199.00	15,597.00
10	700000	INSTALL OF GARAGE DOORS	1.00	19,693.00	19,693.00

Proposal reflects Sourcewell Pricing. Only available through the purchasing CoOp. PO must state Sourcewell contract # to qualify.



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**Customer ID: 9144192**  
**Quote Number: 1127139**

**QUOTE**

**Sourcewell Contract #: 071223-CSS**  
 110822-CSS  
**Page: 2 of 2**

Line	Item	Description	Unit	Unit Price	Quantity	Ext. Price
11	118982	PROLED SELECT LINEAR HIGHBAY 320 WATT 5000K		77.00	269.95	20,786.15
12	700000	LABOR TO MOUNT LIGHTS (ELECTRICAL HOOK-UP BY OTHERS)		1.00	20,138.00	20,138.00
13	700001	OPTIONAL STAMPED FOUNDATION DRAWINGS		1.00	7,000.00	7,000.00

<b>QUOTE - Miscellaneous Charge -</b>	
Description	Ext. Price
1.) Freight	133,501.56
2.) DISCOUNT	-82,000.00

*Please Note:*

- \*Additional Sales Tax will apply for materials and installation if the project is not tax exempt.*
- \*Freight Rate shown is estimated. Buyer is responsible for final freight charges that are calculated at time of shipment*
- \*Anchor Hardware not included for Designed and Engineered Structures unless listed on the quote. Customer may provide the anchor bolts or ClearSpan will quote them once engineering is completed*

Lines Total	1,457,106.75
Line Miscellaneous Charges	0.00
Quote Miscellaneous Charges	51,501.56
<b>Quote Total</b>	<b>1,508,608.31</b>



## Commission Meeting Minutes Tuesday, November 12, 2024

Commission President Bob Iyall called the Commission meeting of November 12, 2024, to order at 5:30 p.m. at the Percival Plaza at 626 Columbia Street NW, Suite 1B, Olympics Room, in Olympia, Washington.

### **Present**

Commissioners: Bob Iyall, President; Jasmine Vasavada, Vice President; Sarah Tonge, Secretary; Maggie Sanders and Amy Harding.

Staff: Alex Smith, Executive Director, Chris Pierce-Wright, General Counsel; Tad Kopf, Director of Finance; Trisha Miller, Controller; James Sommer, Capital Assets Program Manager; Afsin Yilmaz, Marine Terminal Senior Manager; Chris Paolini, Airport Senior Manager; Taber Lee, Marketing and Communications Senior Manager; Damien Egan, Harbor Senior Manager; Emily Girton, Communications and Outreach Specialist; and Missy Goodell, Executive and Commission Coordinator.

### **Approval of Agenda**

Commissioner Tonge moved to amend the agenda by moving Item H.1. 2024 Capital Budget Amendment: Marine Terminal Warehouse to the Action/Other Calendar, Item I.3. Commissioner Harding seconded the motion. Motion passed unanimously.

### **Executive Director Report**

Alex Smith, Executive Director, reported on recent port activities.

### **Public Comment**

Nineteen individuals provided public comment.

### **Consent Calendar**

Commissioner Harding moved to approve the consent agenda as presented; Commissioner Tonge seconded the motion. Motion passed unanimously.

### **Pending Issues or Business**

None.

### **Action Calendar**

None.

### **Action/Other Calendar**

ILWU 47B Contract Ratification 2024-2027. Executive Director Alex Smith requested Commission ratification of the recently negotiated first contract with ILWU Local 47B.



*Motion: Commissioner Harding moved to ratify the ILWU Local 47B collective bargaining agreement with the Port of Olympia for the time period of November 12, 2024, through December 31, 2027. Commissioner Tonge seconded the motion. Motion passed unanimously.*

Technical Account CPA Contact Extension. Tad Kopf, Director of Finance presented a request to extend a CPA contract to provide technical accounting services until a permanent payroll employee is hired.

*Motion: Commissioner Harding moved to authorize the Executive Director to sign a contract amendment with Teresa D Johnson CPA to continue providing technical accounting services, adding \$30,000 to the contract for a total not to exceed amount of \$79,999. Commissioner Iyall seconded the motion. Motion passed unanimously.*

2024 Capital Budget Amendment: Marine Terminal Warehouse. Afsin Yilmaz, Marine Terminal Senior Manager, presented background and financial information related to the request to amend the 2024 capital budget in order to move forward with design and procurement of a new 50,000 to 70,000 square foot warehouse to be located on the Marine Terminal.

*Motion: Commissioner Tonge moved to amend the 2024 Capital Budget and add \$1 million for a Marine Terminal warehouse. Commissioner Sanders seconded the motion. Motion passed unanimously.*

Three individuals provided public comment.

### **Advisory Calendar**

Professional Services Contracts Amendments. James Sommer, Capitol Assets Program Manager, presented information on the solicitation process and professional experience of two professional services organizations that will require amendments to their Professional Services Agreements to continue work for the port. A request for Commission action will take place at a future commission meeting.

PUBLIC HEARING – Draft 2025 Proposed Operating Budget, Capital Investment Plan and Tax Levy. Pursuant to RCW 53.35.020, the Port of Olympia has prepared the Port's 2025 draft budget. The draft budget was presented in public meetings on October 14, 21, and 28, 2024 and shall be considered during tonight's public hearing, on November 18 as needed, and at the regular public meeting on November 25, 2024. The Commission will meet on November 25, 2024 at 5:30 p.m. to adopt the Port's final 2025 budget of the Port of Olympia for the 2025 calendar year. The draft budget is on file at the Port of Olympia offices at Percival Plaza, 606 Columbia Street NW, Suite 300, Olympia, Washington and any member of the public may obtain a copy of the preliminary budget at this address during normal business hours. A summary of the budget is also available on the Port's website [www.portolympia.com](http://www.portolympia.com).

- a. Open Public Hearing.
- b. Public Testimony. No public comment was given.
- c. The Public Hearing was closed.

**Public Comment**

No public comment was given.

**Commissioner Reports/Discussion**

Each commissioner provided an update of their current activities in the community.

**Other Business**

None.

**Meeting Announcements**

Executive Director Alex Smith provided information on upcoming Commission meetings.

**Adjournment**

The meeting adjourned at 8:07 p.m.

PORT OF OLYMPIA COMMISSION

\_\_\_\_\_  
Bob Iyall, President

\_\_\_\_\_  
Jasmine Vasavada, Vice President

\_\_\_\_\_  
Sarah Tonge, Secretary

\_\_\_\_\_  
Amy Harding, Commissioner

\_\_\_\_\_  
Maggie Sanders, Commissioner

## COVER MEMO

**Briefing Date/Time:** December 9, 2024

**Staff Contact/Title:** Alex Smith, Executive Director, 360.528.8001  
[Alexs@PortOlympia.com](mailto:Alexs@PortOlympia.com)

**Subject:** Port Peninsula Integrated Master Plan -- Commission Subcommittee

**Purpose:**  Information Only  Decision Needed

### Overview:

- This presentation is an Action/Other agenda item.
- Action is requested from the Commission tonight.

### Background:

The purpose of this agenda item is to get Commission approval for a means to get more in-depth Commission involvement in the process to develop the Port Peninsula Integrated Master Plan (“Master Plan”).

As you know, the Port embarked on a process to develop an Integrated Master Plan for all properties on the Port Peninsula. This includes the Marine Terminal, Northpoint, Swantown Marina and Boatworks and all the properties along the Peninsula. It also involves looking at how aspects of the Budd Inlet cleanup and considerations of sea level rise can be integrated into long-term plans for development on the Peninsula.

For the past 4 months, the consultant team has been researching current and potential land uses, current and future economic opportunities associated with our business lines and these properties, environmental stewardship and climate resilience opportunities, as well as reviewing the priorities and community input in the Port’s Vision 2050 and Destination Waterfront plans. The consultant team has gathered all this information and is at the point of wanting to narrow down the land use options that will be more fully analyzed in the Master Plan. Yet, narrowing the land use options requires policy-level input from the Commission.

To address this, and potentially future needs for Commission input, staff proposes that a subcommittee of two Commissioners be created to be actively involved in the Master Plan. This would include working with the staff and consultant team to provide policy direction, consulting with the remaining Commissioners, as well as meeting with a subcommittee of City of Olympia Councilmembers to ensure alignment at the level of elected officials. This could be done in coordination with, or complimentary to, Port technical staff working with City of Olympia technical staff.

**Documents Attached:**

- Power Point Presentation

**Summary and Financial Impact:**

The request tonight is to authorize the creation of a two-member Commission Port Peninsula Integrated Master Plan Subcommittee. There should be little financial impact associated with this request.

**Options with Pros and Cons:**

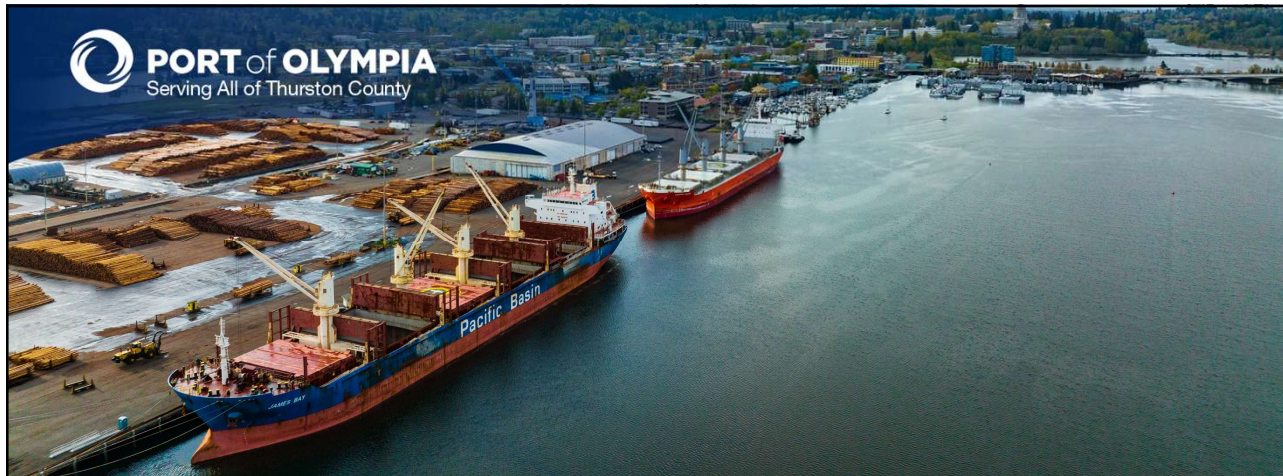
Port staff could continue to work with the consultant team and bring options forward to the Commission in Work Sessions and regular business meetings. However, this means Commission involvement is sporadic and provides less opportunity for a deeper level of involvement in the Master Plan than could be attained with a dedicated subcommittee. A subcommittee also provides a mechanism for increased communication with the City of Olympia through coordination with a subcommittee of the City Council

**Staff Recommendation:**

Approval of a two-member Commission Peninsula Integrated Master Plan Subcommittee.

**Next Steps/Timeframe:**

If approved, the Commission will need to choose the members of the Subcommittee and staff will work with them moving forward.



## Port Peninsula Master Plan Commission Subcommittee

Alex Smith  
Executive Director  
December 9, 2024



1



## Today's Presentation

*Action Requested*

- Port Peninsula Master Plan
- Current status
- Request for Commission Subcommittee



2

# Peninsula Master Planning



## What it Is

Part of the Port's Comprehensive Plan



## Purpose

Identify the long-term vision for future land uses on the Peninsula



## What it Does

Provides guidance for decision-making on development proposals

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# Current Status

- **The consultant team has been analyzing:**
  - Current land uses and business operations
  - Potential future land uses and businesses
  - Economic and community drivers
  - Community input in Vision 2050 and Destination Waterfront
- **They now want to narrow down options for further analysis**

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## Commission Subcommittee

- Staff requests that the Commission form a two-member Commission Subcommittee
- The subcommittee would meet with staff and the consultants to provide policy-level input
- It would also be a liaison to the full Commission and a counterpart subcommittee of the Olympia City Council



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## Questions and Comments

*“ . . . Move to authorize a two-member Port Peninsula Integrated Master Plan Commission Subcommittee that will provide policy-level input to Port staff and consultants, and serve as a liaison to the Commission and other elected officials.”*

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## COVER MEMO

**Briefing Date/Time:** December 9, 2024

**Staff Contact/Title:** Alex Smith, Executive Director, 360.528.8001  
[Alexs@PortOlympia.com](mailto:Alexs@PortOlympia.com)

**Subject:** POCAC Resolution Amendment and Member Term Extensions

**Purpose:**  Information Only  Decision Needed

### **Overview:**

- This presentation is an Advisory agenda item.
- No action is requested from the Commission tonight.

### **Background:**

The purpose of this agenda item is follow up on the desire of the Port of Olympia Citizens Advisory Committee (POCAC) to allow members to remain on the POCAC longer than six years, and to extend the terms of certain current POCAC members.

At the October 28, 2024 Commission meeting, members of the POCAC raised a concern that at least one member had completed six years of service on the committee and wanted to continue serving, which is not allowed under the current Resolution governing POCAC membership (Resolution 2024-08). They also raised a concern that a number of members' terms were going to expire at the end of this year, which would leave the POCAC unable to continue the work they have underway.

The Commission encouraged the POCAC to work with Port staff on changes to Resolution 2024-08 to provide greater flexibility in the number of terms someone can serve, and to identify which POCAC member terms the Commission should extend.

The attached documents address both issues.

### **Documents Attached:**

- Power Point Presentation;
- Redlined proposed amendments to Resolution 2024-08; and
- Current list of POCAC members and their terms.



**Staff Recommendation:**

Approval of the amendments to Resolution 2024-08 and extension of the terms of POCAC members whose terms end December 31, 2024.

**Next Steps/Timeframe:**

Staff will bring this back for action at the January 13, 2025 Commission Meeting.




 **PORT of OLYMPIA**  
Serving All of Thurston County

# POCAC Resolution and Appointments

Alex Smith  
Executive Director  
December 9, 2024




1



## Today's Presentation

*Advisory Only*

Update to the POCAC Resolution and reappointment of POCAC members



2

## Purpose

- The Port of Olympia Citizens Advisory Committee's (POCAC) makeup and operations are governed by Resolution 2024-08.
- That Resolution limits POCAC members to serving two consecutive three-year terms.
- The current POCAC members' terms were affected by COVID such that they participated on the POCAC for less than a full three years.
- Some POCAC members would like to serve more than two terms.

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## Draft Amendments to Resolution 2024-08

- The proposal is to amend Section 8 of the Resolution (addressing the term of POCAC members) as follows:
  - Remove the language limiting members to two consecutive terms;
  - Giving the Commission discretion to appoint, reappoint or extend the term of POCAC members to ensure continuity of POCAC operations.

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## Requested POCAC Term Extensions

- COVID Extensions:
  - Position 3 – Tom Szymoniak, Extend to 12/31/2025
  - Position 1 – Joel Hansen, Extend to 12/31/2027
  - Position 2 – Debby Pattin, Extend to 12/31/2025
  
- New Members:
  
- Positions 9, 11, 12, and 14 (James Thornton, Bob Wubbena, Quentin Phillips, Sue Patnude), Extend to 12/31/2027

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## Next Steps

*Future Commission action requested in January 2025*

At the January 13, 2025 Meeting, we will seek Commission approval of:

1. The amendments to POCAC Resolution 2024-08;
2. Commission approval of extending the terms of the POCAC members in Positions 1, 9, 11, 12 and 14 through December 31, 2027; and
3. Commission approval of extending the term of the POCAC member in Position 2 through December 31, 2025

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## Questions and Comments



**PORT OF OLYMPIA COMMISSION**  
**RESOLUTION 2024-~~08~~XX**

**A RESOLUTION OF THE PORT OF OLYMPIA COMMISSION regarding the citizen advisory committee known as the Port of Olympia Citizens Advisory Committee (POCAC) and superseding Resolution 2022-15, 2021-06, 2019-03, 2019-10, and 2023-09, and 2024-08**

**WHEREAS**, the Port of Olympia desires to have a citizen advisory POCAC to advise the Port Commission on matters it may wish to assign to the citizen advisory POCAC from time-to-time; and

**WHEREAS**, this Resolution supersedes Port of Olympia Commission Resolutions 2022-15, 2021-06, 2019-03 and 2019-10.

**NOW, THEREFORE, BE IT RESOLVED**, after due consideration it is the determination of the Port of Olympia Commission that:

1. The Port of Olympia Citizen Advisory Committee (POCAC):

The Port of Olympia Citizens Advisory Committee (POCAC) is a Committee of citizens selected through an application process as determined by the Port of Olympia Commission (“Port Commission”). The purpose of the POCAC is to provide advice to the Port Commission on tasks as assigned by the Port Commission. The POCAC is the successor of a former Committee referred to as the Planning Advisory Committee.

2. Composition:

The POCAC shall consist of up to 17 members, with no less than 9 members serving as selected by the Port Commission.

3. Duties:

The POCAC shall advise the Port Commission on matters assigned by the Port Commission. The POCAC may forward written, unsolicited public input received by POCAC members to the Port’s Communication Manager who will determine how such unsolicited input shall be handled.

The Port shall supply an administrative assistant to publish the notice for scheduled meetings, assist the POCAC by scheduling meetings, and other duties as authorized by the Executive Director or designee and the POCAC.

The Executive Director or a designee of the Executive Director will serve as ex-officio, non-voting member of the POCAC. The Executive Director or designee will provide guidance when requested by the POCAC, and assign Port staff for expertise, if required.

4. Assignments:

The Port Commission will assign tasks to the POCAC, through written request that will include a description of the scope of any assignment.

The Port Commission will identify the type of work products to be delivered by the POCAC. More than one product type may be requested:

- a. **Report or White Paper:** This product will help to create an awareness of policy issues among the Port Commission, staff and the public and to encourage an exchange of information and analysis. It can also serve as an educational tool. The Port Commission may or may not take action or give further direction to the Executive Director upon receipt of this product. The Port Commission may also choose to produce a supplemental document providing comment on a POCAC report of white paper.
- b. **Policy recommendation:** This product will explain the need for a new policy or modification or amendment to an existing policy to better align Port practices with Port values and focus areas. If the Port Commission decides to take action on such a recommendation, the Port Commission will give direction to the Executive Director and/or legal counsel for further analysis and preparation of proposed policy language for Port Commission consideration.
- c. **Project recommendation:** This product will present a recommendation for implementation by the Port. Should the Port Commission choose to take action, the Port Commission will direct the Executive Director to include the implemented recommendation in the Port's annual budget process.
- d. **Advice to Executive Director:** This product serves to provide analysis and suggestions on current Port operations. Should the Port Commission choose, this product may be forwarded to the Executive Director for consideration. After receiving any such product, the Executive Director will report back to the Port Commission within a reasonable timeframe on the feasibility of implementation of suggestions and recommendations.
- e. **Citizen Advisory Committee assignment planning documents and supporting products:** This product allows the POCAC to act on assignments received from the Port Commission, develop project plans to carry out their assignments, and develop necessary materials and products in coordination with the Executive Director or designee. Cost of goods and products must be within the Port's annual budget and coordinated with Executive Director or designee.

5. Scheduled Meetings:

The POCAC will establish a meeting schedule consistent with the time necessary to complete a work plan and the assignment. The chair of the POCAC shall report periodically and no less than once a year to the Port Commission

6. Community Involvement:

The POCAC shall have the authority to solicit public involvement in the frequency and manner at the POCAC's discretion, consistent with work plans developed. The POCAC may request legal assistance through the Executive Director or designee with respect to a particular form of public involvement being considered.

Any matter referred to a POCAC Sub-Committee must ultimately be presented to the full POCAC for the POCAC's consideration and approval prior to forwarding any recommendation to the Port Commission.

All of the POCAC's scheduled meetings will be open to the public.

7. Officers and Sub-Committees:

The officers of the POCAC shall be a Chair and Vice Chair to preside and facilitate POCAC meetings and present special reports. The Chair and Vice Chair shall serve no more than two (2) consecutive one-year terms. The Chair and Vice Chair shall be elected by a majority vote of the POCAC members.

The Chairperson of the POCAC, or a designated representative of the POCAC, shall report to the Port Commission no less than once each year on POCAC activities. This report may be provided, in writing, or given verbally at a Joint POCAC/Port Commission meeting, a regular Commission business meeting or work session. The Chairperson of the POCAC shall determine the appropriate format for the report.

Each Sub-Committee will select a member to serve as a chair. The Sub-Committee Chair shall submit updates to the POCAC at regularly scheduled POCAC meeting and present the final report or presentation to the Port Commission.

8. Terms:

A full term for POCAC members is three years. ~~The POCAC members shall each serve no more than two (2) consecutive three-year terms for a total of six (6) years.~~ Each year the Port Commission shall appoint or reappoint persons to fill the expiring terms. At its discretion, the Port Commission will decide when it will fill a vacancy of an unexpired term. ~~If four or more member's terms will expire simultaneously, the Port Commission also has the discretion to establish a different schedule for the appointments, or reappoint, or extend the term of POCAC members to prevent simultaneous expirations.~~ members to ensure continuity of POCAC operations.

9. Selection of New Members:

The process to select new members will consist of press releases to local media advertising the vacancy, recruitment process, and posted on the Port's website. The interview team will consist of the Port Commission Vice President or that person's designee, the Executive Director or that person's designee, and the incoming Chair of the POCAC. Copies of each application will also be sent to all Port Commissioners for their review.



The Port may use automated tools, such as NEOGOV®, website application, or similar software, to intake and process applications for new POCAC members.

The interview team will interview and evaluate each applicant based on past volunteer activities, private/public work experience, experience or knowledge regarding the Port of Olympia, representation of the five (5) Port Commissioner Districts in Thurston County, and reason(s) for wanting to serve on the POCAC. In making recommendations for appointment, the interview team will strive to maintain at least two members of the POCAC from each of the five (5) Port Commissioner Districts in Thurston County. After completion of all applicant interviews, the Port Commissioner serving on the interview team will recommend the appointment of the new member(s) at a regularly scheduled Port Commission meeting.

10. Approval of Travel and Other Expenses:

The Port Commission will budget annually for unanticipated expenses and travel for POCAC members. The POCAC Chair shall request approval of travel and other expenses for POCAC members to the Executive Director or designee. All expenses shall be consistent with Port travel and reimbursement policies. Any amount over the annual budget will come back to the Port Commission for approval.

11. Roles, Expectations and Operating Rules:

Members of the POCAC and subcommittees shall adhere to the roles, expectations and operating rules as outlined in “Exhibit A” and “Exhibit B” of this Resolution.

**ADOPTED** by a majority of the members of the Port Commission for the Port of Olympia, a majority being present and voting on this Resolution at a regular Port Commission meeting on August 12, 2024, as attested to by the signatures below of the Port Commissioners physically present this \_\_\_\_ day of August 2024.

**PORT OF OLYMPIA COMMISSION**

\_\_\_\_\_  
Bob Iyall, President

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Jasmine Vasavada, Vice President

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Sarah Tonge, Secretary

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Amy Harding

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Maggie Sanders

**2024 Port of Olympia  
Citizens Advisory Committee Members and Terms**

<b>POCAC Member</b>	<b>District</b>	<b>Term</b>
<b>Joel Hansen</b>	1	1/2020 - 12/2024
<b>Jack Havens</b>	3	1/2024 - 12/2026
<b>Anthony Hemstad</b>	3	1/2023 - 12/2025
<b>Darlene Kemery</b>	3	1/2023 - 12/2025
<b>Don Krug</b>	1	1/2023 - 12/2025
<b>Sue Patnude</b>	3	1/2023 - 12/2024
<b>Debby Pattin</b>	3	1/2028 - 12/2024
<b>Quentin Phillips</b>	3	1/2023 - 12/2024
<b>Tom Szymoniak</b>	3	1/2019 - 12/2024
<b>James Thornton</b>	2	1/2023 - 12/2024
<b>Sheila Wilson</b>	1	1/2024 - 12/2026
<b>Bob Wubbena</b>	1	1/2023 - 12/2024